

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Senior Support Services Associate I-Environmental		
TITLE CODE: 2911	SERIES: Medical Services Support	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$8.40-\$10.28 GRADE: 9 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Support Services Supervisor		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for entering fees and documentation for various services and programs provided by the local health department. Establishes new files, processing fees for permits and applications, enters services rendered and certification of environmental programs.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

EXPERIENCE: One (1) year of moderately difficult business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software.

SUBSTITUTION CLAUSE: See Below

EDUCATION: None

EXPERIENCE: Additional education (college, vocational school, etc) in business education or a medically related field may substitute for the required experience on a year for year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) The entry level incumbent would participate in on the job training programs to become knowledgeable regarding the environmental services reporting and billing procedures.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Assemble complete forms containing all pertinent information for processing of new establishments, onsite, water samples, tattoo parlors, body and ear pierces for entry into Environmental Health Management Information System (EHMIS)/Graphical Users Interface (GUI) system, collect fees for all Environmental programs with all accuracy and enter into EHMIS/GUI system for generation of permits and certification, route and direct all public entities to the right and correct information while Environmentalists are out doing inspections, maintain Environmental reports, files and money collection, collect and enter fees obtained for public as payment of service in EHMIS/GUI, answer phones, prepare routine letters, labels and other appropriate material, generate and issue all permits and applications, review appropriate reports for completeness and accuracy, request routine reports and inventory and order office supplies and forms used for daily activity.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 09/29/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.